TRAFFIC VIOLATOR COURSE COMPLETION (TVCC) DATABASE
IMPLMENTATION PLAN – February 21, 2012

Enrollment: On-going beginning March 1, 2012
        One Primary Administrator Account will be established for each traffic school and court. Two enrollment forms are required, an Enrollment Application, OL771, and the confidential access request form. The enrollment application form serves as an annual security procedures document, while the access request form establishes the account with the administrators e-mail and default password.

Beta Testing: March 26th – 30th
        DMV will invite several industry members and court representatives to beta test and evaluate the TVCC database; and prioritize suggestions for future enhancements. The courts are permitted to share the beta test environment with court assistance programs. To sign-up for beta testing, contact the LOD.TVS@dmv.ca.gov group mail box.

Primary Administrator Training: April 4th, 5th, 11th and 12th
        DMV will provide Primary Administrator training during two sessions per day in Irvine, Van Nuys, Oakland and Fresno. Additional classes may be scheduled based on feedback from the Industry. Space is limited, reservations by e-mail only: dnickel@dmv.ca.gov

On-going Training:
        DMV will maintain the Beta Test Environment as continuing site to use by the TVS industry and courts for training purposes.

Training Manual and User Help:
        The application and delegated administration training manual, and telephone numbers for user assistance are built into the application or will be available from task bars visible while in the application.

Soft Launch: April 2, 2012: (April – May 2012)
        The database will be available Monday morning on April 2nd, when DMV staffs are available to assist with the use of the database. DMV will allow sufficient time for primary administrators to establish user accounts and train their users in updating the information to the database. DMV will delay enforcement of the 3 business day update requirement until DMV has confirmed that sufficient time has elapsed for the industry and courts to train their staff. During the soft launch period, schools and courts will continue with existing processes, until a complete transformation has been completed.
It is anticipated it may take some schools up to 60 days to completely train their staff.